



Cochise Health & Social Services

Mary Gomez, Director

"Building A Healthier Future"

Per ARS 11-1606 we are providing you with the following information in regards to the permit application process.

To obtain a permit to operate a food establishment

1. Applicant to complete application to operate provided by one of our local offices.
2. Applicant to provide a site plan showing all food related equipment and specifications of that equipment. The site plan shall show how wastewater is disposed of including size of interceptors, septic tank and leachfield or if on a sewer system.
3. Applicant to provide information on the source of water. If water is provided by a well and not a state regulated water system a sampling program may be necessary to operate.
4. Applicant to pay plan check fee if applicable.
5. Staff reviews plan and notifies contact person if additional information is needed.
6. Applicant shall have at least one pre-operating inspection conducted by this office.
7. Per ARS 41-1080 applicant will need to show documentation of legal status prior to permit issuance.
8. Applicant shall obtain an opening inspection by this office with all food related equipment operating, upon approval to operate applicant shall pay the operating permit fee and permit to operate will be issued.

Licensing Time Frames

Per ARS 11-1605 we are using the time frames:

Administrative Completeness Review	10 days
Substantive Review	<u>20 days</u>
Overall Time Frame	30 days

Help

If you need assistance during the application process, contact Lynn Mauzy at 520-432-9440 to be put in contact with the most appropriate office and person to assist you.

Or e-mail us at envhealth@cochise.az.gov.

Request for Clarification

An applicant for a permit may receive clarification from the County of interpretations or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in ARS 11-1609. Use the form entitled "Request for Clarification" which accompanies this notice.

Public Programs, Personal Service: www.cochise.az.gov

Email: health@cochise.az.gov

Main: 1415 Melody Lane, Bldg. A, Bisbee, AZ 85603
Benson: 126 W. 5th Street, Benson, AZ 85602
Douglas: 515 7th Street, Douglas, AZ 85607
Sierra Vista: 4115 E. Foothills Dr., Sierra Vista, AZ 85635
Willcox: 450 S. Haskell Ave., Willcox, AZ 85643

Phone: 520-432-9400
Phone: 520-586-8200
Phone: 520-805-5600
Phone: 520-803-3900
Phone: 520-384-7100

Fax: 520-432-9480
Fax: 520-586-2051
Fax: 520-364-5453
Fax: 520-459-8195
Fax: 520-384-0309